

4 December 1973

MEMORANDUM FOR: STO/DDM&S

SUBJECT : Orientation for Sub-Professionals

1. In general, I believe that an orientation program for all new employees is essential. OTR would be prepared to enroll its "sub-professional, non-clerical" employees in an orientation course at or near the time of EOD.

2. Such course, in my opinion, should be of short duration, i.e., less than one week, and should be supplemented by a more specific orientation program within the operating component to which the employee is assigned. I believe that a variation of the existing Clerical Orientation program might be satisfactory.

3. I hasten to add, however, that OTR is not likely to make extensive use of an orientation program for sub-professionals due to the negligible addition of personnel in this category.

  
OTR Training Officer

STATINTL



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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Orientation for Sub-Professionals

FROM:

OTR Training Officer  
1026 CoFC

EXTENSION

3245

NO.

DATE

4 December 1973

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

STO/DDM&S  
2 E 45 Hqts

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C/Intell Inst/OTR

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1 to 2:

The attached arrived shortly after I forwarded my memorandum to you concerning the training program for sub-professionals. Please include the attached comments in the paper forwarded to you from the DDM&S.

STATINTL

STO/DDM&amp;S

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